S-E-C-R-E-T

14 January 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 45-8-1

SUBJECT : Use of Pneumatic Tube System

25X1

REFERENCE: [   ] Pneumatic Tube System in the Headquarters Building

1. The pneumatic tube system in headquarters building has been activated. This memorandum provides instructions concerning use of the Office of Personnel (O/Pers) tube station which is located in the office of the Director of Personnel (OD/Pers).

2. The O/Pers station is located on the "B" system which covers offices under the Deputy Director (Support), office of the Director of Central Intelligence and elements reporting directly to the DCI, and some of the offices under the Deputy Director (Intelligence). It also covers the registry for the office of the Deputy Director (Plans), RID Processing Branch, and the War Plans Staff. Material from the O/Pers station can be sent direct to any other "B" system station. Material going to any station on the "A" or "C" system will be sent to a single transfer station for each of those systems and may be subject to delay depending on the volume of work and procedures employed at the relay station.

3. Material to be sent via tube should be hand-carried to the office of the D/Pers. It must be covered by a routing sheet indicating the specific component to which it is being sent (Branch/Office or Division) and the room number for that component. Material not so addressed will be returned to the sending office.

4. Material received via tube will be hand-carried to the appropriate O/Pers office immediately if it bears a priority indicator. Otherwise, it will be handled with other material being transmitted to that office from OD/Pers.

5. Incoming and outgoing material will be time-stamped in OD/Pers but it will not be logged unless its initial routing is to OD/Pers.

6. Only those members of OD/Pers who have completed the required training

25X1   will be permitted to operate the tube system.

25X1

Acting Director of Personnel

OPM 3-63

Group I
Excluded from Automatic
Declassification

S-E-C-R-E-T